

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER QP0019821		PAGE 1 OF 21 pages	
2. CONTRACT NO. GS-10F-011BA		3. AWARD/EFFECTIVE DATE See Block 31		4. ORDER NUMBER GSQ0014AH1006		5. SOLICITATION NUMBER QTA014BRB1010	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Ben A. Reed		b. TELEPHONE NUMBER (No collect calls) (703) 306-6626		8. OFFER DUE DATE/LOCAL TIME 04/02/2014 04/14/2014	
9. ISSUED BY GSA/FAS Office of Acquisition Operations 1800 F Street NW, 4TH FL Washington, DC 20405				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: 100 % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input checked="" type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8 (A) NAICS: 541611 SIZE STANDARD:			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO		16. ADMINISTERED BY Same as Block 9		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
17a. CONTRACTOR/ OFFEROR ReefPoint Group, LLC 60 West St, Ste 400 Annapolis, MD 21401		18a. PAYMENT WILL BE MADE BY Financial Operations and Disbursement Branch P.O. Box 419279 1500 E. Bannister Road Room 1011 Kansas City, MO 64141		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>			
19. ITEM NO. 1		20. SCHEDULE OF SUPPLIES/SERVICES SmartBUY Program Management Office Business and Financial Consultant Business and Financial Consultant, Base Year \$ (b) (4) hr. See continuation page (Use Reverse and/or Attach Additional Sheets as Necessary)		21. QUANTITY		22. UNIT	
				23. UNIT PRICE		24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA 2014. 2014. . 285X. IT32. 00. Q00TGBBA. AF230. H08. . . .				26. TOTAL AWARD AMOUNT (For Govt. Use Only) (b) (4)			
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52 212-1, 52 212-4, FAR 52 212-3 AND 52 212-5 ARE ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED			
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52 212-4, FAR 52 212-5 IS ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED			
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS.			
30a. SIGNATURE OF OFFEROR/CONTRACTOR (b) (6)		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Digitally signed by BEN REED Date: 2014.05.14 12:38:17 -04'00'					
30b. NAME AND TITLE OF SIGNER (Type or print) Douglas E. Martin Vice President		30c. DATE SIGNED 05/14/2014		31b. NAME OF CONTRACTING OFFICER (Type or print) Ben A. Reed		31c. DATE SIGNED	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>Base Period 5/14/14 – 5/13/15</p> <p>Option Period 1 5/14/15 – 5/13/16</p> <p>Option Period 2 5/14/16 – 5/13/17</p> <p>Option Period 3 5/14/17 – 5/13/18</p> <p>Firm Fixed Price Task Order.</p> <p>Task Order is funded for the Base Year at (b) (4) Travel and ODC's are not included in this Task Order.</p> <p>Options will be funded when exercised, contingent upon 52.232-18 Availability of Funds. (Apr 1984)</p> <p>Invoice Requirements Invoices shall be submitted to the designated billing office specified in this order. Invoices must include: the Accounting Control Transaction (ACT) number. Project Title: SmartBUY PMO Business and Financial Consultant</p> <p>Send Invoice Copies To: Ben A. Reed ben.reed@gsa.gov CO Patricia Green pat.green@gsa.gov COR</p>				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED

☐ INSPECTED

☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED:

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32c. DATE

32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED
CORRECT FOR

36. PAYMENT

37. CHECK NUMBER

☐ PARTIAL ☐ FINAL

☐ COMPLETE ☐ PARTIAL ☐ FINAL

38. S/R ACCOUNT NO.

39. S/R VOUCHER NUMBER

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

42a. RECEIVED BY (Print)

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42b. RECEIVED AT (Location)

42c. DATE REC'D (YY/MM/DD)

42d. TOTAL CONTAINERS

B.1 GENERAL DESCRIPTION

Attached is Request for Quote (RFQ) No. QTA014BRB1010 for Business and Financial Consultant for the General Services Administration (GSA) Federal Acquisition Service (FAS) Integrated Technology Services (ITS) SmartBUY Program Office.

This RFQ is being competed in accordance with FAR Subpart 8.4 among the companies on MOBIS Schedule 874, and IT Schedule 70.

It is GSA's intention to place a single Firm Fixed Price (FFP) task order for a base 12-month period of performance with three (3) one year options beginning at task order award.

This award is a total set-aside for Service Disabled Veteran Owned Small Business firms only, in accordance with the corresponding clause within the solicitation.

B.2 SERVICES AND PRICES/COSTS

The following abbreviations are used in this schedule:

CLIN - Contract Line Item Number

PRICING - BASE YEAR

CLIN	Position Description and CLIN# from IT Schedule 70	IT MOBIS Schedule Pricelist Hourly Rate	Quoted Hourly Rate (Including Discounts)	Quantity - Hours	Firm Fixed Price
0001	Business and Financial Consultant	\$	\$(b) (4)	1880	\$(b) (4)
	TOTAL FIXED PRICE FOR BASE YEAR				\$

Note: The information provided in the "estimated hours" columns above do not represent a guarantee from the Government, the columns are provided for informational purposes only. Award will be made on a Firm Fixed Price Basis, however, the government requests the number of hours upon which the quote is based (see L.2.2 for more details on what is to be provided).

PRICING - OPTION YEAR 1

CLIN	Position Description and CLIN# from IT Schedule 70	IT MOBIS Schedule Pricelist Hourly Rate	Proposed Hourly Rate (Including Discounts)	Quantity - Hours	Firm Fixed Price
0002	Business and Financial Consultant	\$	\$(b) (4)	1880	\$(b) (4)
	TOTAL FIXED PRICE FOR OPTION YEAR 1				\$

Note: The information provided in the "estimated hours" columns above do not represent a guarantee from the Government, the columns are provided for informational purposes only. Award will be made on a Firm Fixed Price Basis, however, the government requests the number of hours upon which the quote is based (see L.2.2 for more details on what is to be provided).

PRICING - OPTION YEAR 2

CLIN	Position Description and CLIN# from IT Schedule	IT MOBIS Schedule Pricelist Hourly Rate	Proposed Hourly Rate (Including Discounts)	Quantity - Hours	Firm Fixed Price
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	70	Rate	Discounts)		
0003	Business and Financial Consultant	\$	\$(b) (4)	1880	\$(b) (4)
	TOTAL FIXED PRICE FOR OPTION YEAR 2				\$

Note: The information provided in the "estimated hours" columns above do not represent a guarantee from the Government, the columns are provided for informational purposes only. Award will be made on a Firm Fixed Price Basis, however, the government requests the number of hours upon which the quote is based (see L.2.2 for more details on what is to be provided).

PRICING - OPTION YEAR 3

CLIN	Position Description and CLIN# from IT Schedule 70	IT MOBIS Schedule Pricelist Hourly Rate	Proposed Hourly Rate (Including Discounts)	Quantity - Hours	Firm Fixed Price
0004	Business and Financial Consultant	\$	\$(b) (4)	1880	\$(b) (4)
	TOTAL FIXED PRICE FOR OPTION YEAR 3				\$

Note: The information provided in the "estimated hours" columns above do not represent a guarantee from the Government, the columns are provided for informational purposes only. Award will be made on a Firm Fixed Price Basis, however, the government requests the number of hours upon which the quote is based (see L.2.2 for more details on what is to be provided).

TOTAL BASE & OPTIONS (CLINs 0001 through 0004)	\$(b) (4)
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B.3 TRAVEL, OTHER DIRECT COSTS

Neither local travel, long distance travel, nor ODC's will be reimbursed. Any such expenses incurred shall be the sole responsibility of the Contractor.

C.1 PURPOSE

The General Service Administration (GSA), Federal Acquisition Service (FAS), Integrated Technology Services (ITS), SmartBUY Program Management Office (PMO) requires program and financial management support. Contractual support is required to enhance the offerings of the SmartBUY PMO.

C.2 BACKGROUND

GSA's SmartBUY program has consistently served as an acquisition innovator and savings generator for the Federal government. The program was launched in 2004 to develop aggregate contracts for Commercial off-the-shelf (COTS) software. GSA serves as the executive agent for the SmartBUY program, which includes acquisition vehicles under both GSA and DOD contracting authority that are available for government wide use. In 2011, the program joined the Federal Strategic Sourcing Initiative (FSSI) Program.

SmartBUY developed a new operating strategy to work more closely with agencies, develop innovative Terms & Conditions, and bring the volume of a small number of "anchor tenants" (agency partners) to negotiations with software publishers. This approach has the potential to improve the government's negotiating power and is projected to lead to hundreds of millions of dollars in savings.

C.3 SCOPE

The scope of this order is to acquire contractor assistance in supporting the SmartBUY PMO in program and financial management, IT market research and analysis.

C.4 TASKS

The contractor shall provide support services to enhance and optimize SmartBUY program performance, in accordance with its short and long-term goals.

The contractor shall conduct business analysis and financial management support to the SmartBUY PMO. This requirement includes:

- Perform business analysis and financial reporting on data relating to the GSA SmartBUY program.
- Coordinate with GSA and non-GSA agency representatives to research, collect, compile, and analyze product and cost data for government-wide Commercial off-the-shelf (COTS) software acquisitions.
- Assist GSA Project Managers and Contracting Officers with lifecycle management of SmartBUY vehicles.
- Engage/Facilitate FSSI SmartBUY Category Teams.
- Produce Communication Materials for SmartBUY Category Teams.
- Develop Software Category Management Financial Analyses.
- Adhere to strategic sourcing principles when performing requirements development and market research for future GSA vehicles.
- Perform high-level financial and performance analyses of the SmartBUY program
- Create business cases to provide an overview of potential SmartBUY's BPA offerings.
- Develop value proposition analyses to encourage agency adoption of GSA vehicles.

- Perform financial evaluation of potential SmartBUY agreements.
- Participate in meetings, conferences, etc.
- Make recommendations to support program performance.
- Produce ad hoc presentations and/or executive summaries detailing SmartBUY program performance.

C.5 SECTION 508 COMPLIANCE REQUIREMENTS

No hardware, software, firmware nor development of such shall be purchased under this agreement. There are no specific Section 508 Compliance Requirements.

C.6 PERSONAL SERVICES

This is a non-personal services contract to provide financial analysis and program support. The Government shall not exercise any supervision or control over the vendor personnel performing the services herein. As such, the vendor personnel shall be accountable solely to the Contractor who, in turn is responsible to the Government. The vendor shall monitor and ensure its employees meet the requirements of this statement of work.

F.1 CONTRACT TYPE AND PERIOD OF PERFORMANCE

The period of performance will be for one (1) base year with yearly options to exercise for an additional three (3) years.

The General Services Administration anticipates awarding a Firm Fixed Price (FFP) Task Order for providing the services requested in this RFQ.

F.2 PLACE OF PERFORMANCE

The primary place of performance shall be at the government's facility, in the GSA offices at 1800 F Street, Office of Integrated Technology Services (ITS), 4th Floor, Washington, D.C. 20006.

TELEWORK: As directed by the Contracting Officer's Representative (COR) or the Contractor's Employee Project Manager, a Contractor employee with a Government-furnished (i.e., Government-issued) or approved computer/laptop may be allowed and/or required to telework from home or some other alternate work location (including the Contractor's facility) that is not a "Federally-controlled facility." On average 3 days a week would be acceptable for work at Contractor facilities and/or for telework.

F.3 DELIVERABLES

Technical Direction. The contractor shall perform and manage the activities delineated in Section C Statement of Work, and Section F.3 Deliverables, in keeping with section F.6 Performance Management. The contractor shall provide oral or written progress briefings to the Contracting Officer or designee when required.

All written deliverables require at least two iterations – a draft and a final. The final document must be approved and accepted by the Government prior to payment submittal. The contractor shall submit draft and final documents, using Microsoft 2003 or later, to the Government electronically. The Government requires five (5) business days for review and submission of written comments to the contractor on draft and final documents. The contractor shall make revisions to the deliverables and incorporate the Government's comments into draft and final deliverables before submission. Upon receipt of the Government comments, the Contractor shall have five business days to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

Potential Deliverable	Potential Completion Timing
Business and Financial Analysis	Monthly or 10 days after deliverable agreed upon by contractor and COR
Cost Data Analysis	15 days after deliverable agreed upon by contractor and COR
Market Research and Analysis	60 days after deliverable agreed upon by contractor and COR
Business Case	60 to 120 days after deliverable agreed upon by contractor and COR
Value Proposition Analysis	60 days after deliverable agreed upon by contractor and COR
Executive Summaries/ Presentations	1 to 3 days after deliverable agreed upon by

	contractor and COR
Facilitation & Change Management Support Status Reports	Monthly

The Contractor shall provide the COR with monthly status reports for all deliverables, or more frequently as requested by the COR. All deliverables become property of the US Government.

Copies of deliverables shall be sent to the COR:

pat.green@gsa.gov

F.4 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION REPORT

The contractor shall notify the GSA/FAS/ITS COR, as soon as it becomes apparent to the contractor, that a scheduled delivery will be late. The contractor shall notify the GSA/FAS/ITS COR by electronic mail and shall include the rationale for late delivery, the expected date of the delivery and the impact the late delivery will have on the project. The GSA/FAS/ITS COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including but not limited to termination.

F.6 PERFORMANCE MANAGEMENT

The success of this T.O. shall be dependent upon the government's Quality Assurance Service Plan (QASP) and shall depend on the following performance measures:

- Quality of the deliverables. This includes their accuracy as well as their presentation, completeness and general quality of production. The products should contain approaches and solutions and clearly show how the contractor has made an effort to provide as comprehensive an approach as possible. The contractor shall advise the Security Services Division Programs of quality issues, apply, and document quality assurance procedures and methodologies to ensure that client quality requirements and performance standards are clearly met and effectively enforced.
- Timeliness of the deliverables. Once a firm schedule is established, adherence to the time line is important to meet the overall objectives of the task.

PERFORMANCE MANAGEMENT METRICS

- On a monthly basis, the contractor shall meet the performance objectives listed in the table below. Any deliverable(s) or non-performing service(s) that do not meet the Performance Measure and associated Inspection and Acceptance Criteria shall be repaired/replace/re-performed by the contractor in accordance with FAR Clause 52.212-4.

Explanation of Columns

Performance Requirement: A specific task to be completed, or deliverable to be furnished.

Performance Indicator: An indicator or particular aspect of the contractor's task performance that will be looked at to determine whether the requirement has been successfully performed.

Performance Standard: Standard represents the performance baseline against which the contractor will be measured.

Performance Surveillance: The method used to measure contractor's performance Methodology: (source, or data collection method).

Performance Measures	Quality Expectations	Surveillance Method
a) Completeness	Deliverables will be 100% complete.	100 % Inspection of Documentation by the PM/COR
b) Accuracy	Deliverables will be 100% accurate.	100 % Inspection of Documentation by the PM/COR
c) Effectiveness	All deliverables must contribute to the overall success of the Task.	100 % Inspection of Documentation by the PM/COR
d) Timeliness	All deliverables will be on time and within schedule.	100 % Inspection of Documentation by the PM/COR
e) Communication	Communication with client/customer is professional.	100 % Inspection of Documentation by the PM/COR

G.1 INVOICE SUBMISSION

The Contractor shall submit Requests for Payments in accordance with the format contained in GSAR 552.232-70, INVOICE REQUIREMENTS (APR 1989), to be considered proper for payment. In addition, the data elements indicated below shall be included on each invoice.

ACT number: QP000XXXX

Project Title: SmartBUY Business and Financial Consultant

The Contractor shall submit invoices as follows:

(1) Send Original Invoice To:

GSA Finance Center (6BCP)
Financial and Operations & Disbursement Division
P.O. Box 419279
Kansas City, MO 64141
(816) 926-7287

Or through the VSS System.

Mark Invoice: ORIGINAL

(2) Send Copies To:

Pat Green, COR
pat.green@gsa.gov

and
Ben Reed, Contracting Officer
ben.reed@gsa.gov

Mark Invoices: COPY

G.2 INVOICE REQUIREMENTS

G.2.1 Invoice Submission

The contractor shall provide the invoice data with the elements as specified in the Federal Supply Schedule contract. In order to be considered proper for payment, invoices shall be submitted in accordance with the following instructions and 52.232-1 Payments (Apr 1984).

(a) Invoices shall be submitted monthly, unless otherwise specified, to the designated billing office specified in the resulting task order.

(b) Invoices must include the TP Number (or ACT) number provided on the resulting task order.

(c) In addition to the requirements for a proper invoice specified in the Prompt Payment clause of the schedule contract, the following information or documentation must be submitted with each invoice:

Contractor Name
Contractor Address
Contractor Point of Contact (POC) Name, Phone Number and E-mail Address
Contract Number
Task Order Number:
TP Number (ACT Number):
Invoice Number
Period of performance (by month) covered by the invoice
CLIN titles
CLIN numbers
Firm Fixed price for billing term
Charges to Date (by CLIN)
Total Invoice Amount.

G.3 GSA PROCURING CONTRACTING OFFICER (PCO)

The GSA PCO has overall responsibility for administering the contract. The GSA PCO shall perform all contract administration. The name and contact information of the GSA Contracting Officer is:

Ben A. Reed
Contracting Officer
Phone: 703-306-6626
E-mail: ben.reed@gsa.gov

G.4 GSA CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The Contracting Officer (CO) will appoint a COR in writing for this task order. The GSA/FAS/ITS COR will receive, for the Government; all work called for by the task order and will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to contractor personnel.

The GSA COR provides technical review of deliverables, invoice servicing and facilitating payment. The name and contact information of the GSA COR is:

Patricia Green GSA/QTGBBA
Contracting Officer's Representative
Phone: 703) 306-6633
E-mail: pat.green@gsa.gov

The GSA/FAS/ITS COR is not authorized to change any of the terms and conditions of the Contract or the task order. Changes in the scope of work will be made only by the CO by properly executed modifications to the task order. Additional responsibilities of the GSA/FAS/ITS COR include:

- (1) Monitor the contractor's performance to ensure compliance with technical requirements of the task order.
- (2) Review and approval of progress reports, technical reports, etc., which require Government approval.
- (3) Verify and certify that the items have been inspected and meet the requirements of the /task order.
- (4) Notify the CO immediately if performance is not proceeding satisfactorily.

- (5) Ensure that changes in work under the task order are not initiated before written authorization or a modification is issued by the CO.
- (6) Provide the CO a written request and justification for changes.
- (7) Furnish interpretations relative to the meaning of technical specifications and technical advice relative to CO approvals.
- (8) Inspect and accept service and deliverables, including visiting the place(s) of performance to check contractor performance, as authorized by contract/Task Order inspection clause on a non-interference basis. This may include, but is not limited to, evaluation of the following:
 - (i) Actual performance versus schedule and reported performance.
 - (ii) Changes in technical performance which may affect financial status, personnel or labor difficulties, overextension of resources, etc.
 - (iii) Verification that the number and level of the employees charged to the task order are actually performing work under the task order.
- (9) At the completion of the task order, advise the CO concerning the following:
 - (i) All articles and services required to be furnished and/or performed under the task order have been technically accepted.
 - (ii) Contractor compliance with patent rights and royalties clauses of the task order.
 - (iii) Recommend disposition of any Government-furnished property in possession of the contractor.
 - (iv) Verify proper consumption and use of Government-furnished property by the contractor.
 - (v) Prepare a performance report detailing compliance with requirements, quality assurance, timely completion, and any problems associated with the task order.

The contractor is advised that only the CO, acting within the scope of this task order and the CO's authority, has the authority to make changes which affect task order prices, quality, quantities, or delivery terms.

- d. The GSA/FAS/ITS COR will furnish technical advice to the contractor to provide specific details, milestones to be met within the terms of the task order, and any other advice of a technical nature necessary to perform the work specified in the task order. The GSA/FAS/ITS COR shall not issue any instructions which would constitute a contractual change.

H.1 GOVERNMENT FURNISHED ITEMS

H.1.1 Government Furnished Space

The Government will provide on-site office facilities, to include basic office configuration, which includes: laptop and docking station, printer, desk, chair, basic office supplies, internet connection and local telephone service for Contractor personnel. Note: The GSA location only has “hoteling” space (see F.2); therefore a laptop and headset (for soft phone) will be issued. The GSA “booking” system will be available to reserve space for the days in the office.

H.1.2 Government Furnished Equipment (GFE)

The Government will provide as necessary, the equipment listed above for on-site work. The laptop will be used for off-site work, as required. All GFE is provided for and shall be to support performance of official Government business.

H.2 SECURITY REQUIREMENTS

1. Contractor personnel must have been cleared through a National Agency Check with Inquiries (NACI) background check and a statement submitted with the quote.

H.3 QUALIFICATIONS

Required Qualifications:

The contractor shall have the following minimum qualifications:

- Demonstrated, direct, practical abilities in business analyst/financial analyst, Including
 - Financial modeling (building, analyzing, communications, and defense), concerning
 - COTS total cost of ownership
 - Pricing analysis
 - Cost saving and avoidance
 - Demonstrated use of spreadsheet and statistical software packages to analyze financial data, spot trends, and develop forecasts
 - Strategic planning to help identify business needs
 - Business model analysis to help define and market approaches
 - Process design to help optimize, standardize, and leverage workflows
 - Market analysis to study market/category attractiveness, SWOT, and dynamics
- Experience performing analysis within, or supporting, a civilian Federal agency program management office
- Demonstrated recent involvement with the terms and pricing of commercial software licenses
- Attention to Detail – Is thorough when performing work and conscientious about attending to detail.
- Customer Service – Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide

information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

- Oral Communication and Presentation Skills – Shares information (for example, ideas or facts) with individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- Teamwork – Experience working well as part of a team.
- Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
- Flexibility – Able to quickly hit the ground running, prioritize and manage multiple tasks and projects in a dynamic environment, while delivering on expectations.

Other Qualifications:

Vendors should propose their most qualified and experienced personnel based on the best fit for the work requirements, keeping in mind that the Government believes the best fit to be personnel with the following qualifications and pertinent work experience:

Business/Financial Master's Degree.

- Five (5) or more years of demonstrated, relevant business analyst/financial analyst work experience.
- Knowledge of federal policies such as OMB Circular A-11 "Information Technology and E-Government" and OMB Circular A-123 "Management Accountability and Control".
- FSSI (Federal Strategic Sourcing Initiative) and/or Category Management experience
- Proficient with Microsoft Office products

The vendor will clearly indicate offered qualifications and experience for all proposed personnel.

H.4 CONFLICT OF INTEREST ACKNOWLEDGEMENT AND NONDISCLOSURE AGREEMENT

Due to the nature of the tasks to be performed under this order, a Nondisclosure Agreement will be signed by each person (generally at the first meeting) to be employed on this effort prior to that person commencing work.

H.5 ORGANIZATIONAL CONFLICT OF INTEREST

H.5.1 Purpose

The purpose of this clause is to protect the integrity of the procurement by ensuring that a contractor does not obtain any unfair competitive advantage over other parties by virtue of its performance under this Task Order and is not able to manipulate a competition for a Government contract or task order to its favor.

H.5.2 Scope

The restrictions described herein apply to performance or participation by the contractor and any of its affiliates or their successors in interest (hereinafter collectively referred to as "contractor") in the activities

covered by this clause as a prime contractor, subcontractor, co-sponsor, participant in a joint venture, consultant, or in any similar capacity. For the purpose of this clause, affiliation occurs when a business concern is controlled by or has the power to control another or when a third party has the power to control both. Further, the contractor may be required to describe to GSA how it will comply with the following limitations.

H.5.3 Access to and Use of Information

If the contractor, in the performance of this Task Order, obtains access to information, such as GSA or contractor plans, policies, reports, studies, financial plans, internal data protected by the Privacy Act of 1974 (5 U.S.C. 552a), or proprietary data which has not been released or otherwise made available to the public, the contractor agrees that it may not (without prior written approval of the contracting officer):

- i Use such information for any private purpose including but not limited to consulting services, advisory services, or responses to fair opportunity task order processes unless the information has been released or otherwise made available to the public;
- ii Compete for work for any federal agency based on such information for a period of one (1) year after GSA closes out the Task Order with the contractor;
- iii Submit an unsolicited proposal to any federal agency which is based on such information until one (1) year after such information is released or otherwise made available to the public; and
- iv Release such information unless such information has been previously released or otherwise made available to the public by GSA.

In addition, the contractor agrees that to the extent it receives or is given access to proprietary data, data protected by the Privacy Act of 1974 (5 U.S.C. 552a), or other confidential or to privileged technical, business, or financial information under this Task Order, it may be required to treat such information in accordance with any restrictions imposed on such information. The contractor may use technical data it first produces under this Task Order for its private purposes consistent with the rights in data clause included in its GSA Schedule contract, the security clauses of this Task Order and any relevant clauses included in a resulting task order.

See FAR Part 9.5 for more information on Organizational Conflicts of Interest.

H.5.4 Disqualifications

GSA has identified the following situations that will likely disqualify a contractor from receiving an award under this or future Task Order due to an Organizational Conflict of Interest. The contractor receiving a Task Order award will likely be considered to have a conflict of interest that cannot be mitigated if it has:

- Substantially participated in the development of requirements or solicitations released by the GSA Program Management Office and its Contracting office
- Other knowledge that would give the contractor an unfair advantage in a related acquisition.

H.5.5 Mitigation

GSA will review any mitigation plan submitted to determine whether the plan fully and adequately addresses the potential organizational conflict of interest concern. As such, a contractor described above may be eligible for award with the appropriate mitigation plan. However, it would be advantageous for the contractor to:

- Avoid assisting the PMO with writing of requirements and/or solicitations in which the contractor may have an interest in participating.
- Avoid leakage of requirements, or requirements related information from PMO teams on this task order to proposal teams in the company, or to management, who might inadvertently transmit information to proposal teams in the company.

H.6 KEY PERSONNEL

H.6.1 Labor Categories

The quoter shall assign and identify the following key personnel who will provide management, administrative, and technical interface with Government personnel in the day-to-day performance of the task order. An important element of this requirement is the ability for the Contractor to provide expertise as needed:

Business and Financial Consultant

H.6.2 Replacement of Key Personnel

Any individual assigned to this labor category (i.e. Business and Financial Consultant) shall be designated as key personnel upon ordering of services and will require approval of the position to the project by the Contracting Officer (CO):

- Replacement is subject to the prior written approval of the CO.
- Requests for replacement shall include a detailed résumé containing a description of position duties and qualifications, information about the qualifications of the individual(s) proposed, and any additional information requested by the Contracting Officer in sufficient detail to permit the Contracting Officer to evaluate the impact on the work the Contractor is obligated to perform hereunder.
- Contractor proposals to move any key personnel off the task order shall be submitted in writing at least fifteen (15) days in advance of proposed moves, and are subject to the approval of the CO, including approval of proposed replacements. No diversion shall be made by the Contractor without the written consent of the CO.
- The Government reserves the right to review the qualifications of key personnel selected to work on this task order before assignment, including the individuals proposed (in the Contractor's quote) and any replacements for these individuals, and to reject individuals whom it determines are not suitable for the program. The Government also reserves this right in certain circumstances when specific non-key personnel are required for specific tasks.

H.7 Sensitive Information Storage

Sensitive but Unclassified (SBU) information, data, and/or equipment will only be disclosed to authorized personnel on a need-to-know basis. The contractor shall ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of this information, data, and/or equipment is properly protected. When no longer required, this information, data, and/or equipment will be returned to Government control, destroyed, or held until otherwise directed. Destruction of items shall be accomplished by tearing into small parts, burning, shredding, or any other method that precludes the reconstruction of the material. All sensitive information contained on contractor computers shall be either degaussed or shall use the Department of Defense method of a three time overwrite of the sensitive data.

The disposition of all data will be at the written direction of the COR, this may include documents returned to Government control; destroyed; or held as specified until otherwise directed. Items returned to the Government shall be hand carried or sent by certified mail to the COR.

H.8 Protection of Information

The contractor shall be responsible for properly protecting all information used, gathered, or developed as a result of work under this task order. The contractor shall also protect all Government data, equipment, etc. by treating the information as sensitive. All information about the systems gathered or created under this task order should be considered as SBU information. It is anticipated that this information will be gathered, created, and stored within the primary work location. If contractor personnel must remove any information from the primary work area they should protect it to the same extent they would their proprietary data and/or company trade secrets. The use of any information that is subject to the Privacy Act will be utilized in full accordance with all rules of conduct as applicable to Privacy Act Information.

The government will retain unrestricted rights to government data. The ordering activity retains ownership of any user created/loaded data and applications hosted on vendor's infrastructure, as well as maintains the right to request full copies of these at any time.

The data must be available to the Government upon request within one business day or within the timeframe specified otherwise, and shall not be used for any other purpose other than that specified herein. The contractor shall provide requested data at no additional cost to the government.

No data shall be released by the contractor without the consent of the Government in writing. All requests for release must be submitted in writing to the COR/CO.

H.9 Confidentiality and Nondisclosure

The preliminary and final deliverables and all associated working papers and other material deemed relevant by the agency that have been generated by the contractor in the performance of this task order, are the property of the U.S. Government and must be submitted to the COR at the conclusion of the task order.

All documents produced for this project are the property of the U.S. Government and cannot be reproduced, or retained by the contractor. All appropriate project documentation will be given to the agency during and at the end of this task order. The contractor shall not release any information without the written consent of the Contracting Officer.

Personnel working on any of the described tasks may, at Government request, be required to sign formal non-disclosure and/or conflict of interest agreements to guarantee the protection and integrity of Government information and documents.

H.10 GENERAL COMPLIANCE REQUIREMENTS

GSA information systems are the property of the Government. The contractor shall be responsible for adhering to all aspects of the Privacy Act and is prohibited from removing from the worksite any programs, documentation, or data without the knowledge AND written approval of the COR.

I-1 PERSONNEL REQUIREMENTS

The Contractor shall provide staff to ensure all work is performed on schedule in accordance with the PWS. All staff interfacing with Government clients (federal, state, county, local and Native Sovereign Nation (NSN) shall be fluent in the English language both verbal and written.

I-2 CONTRACTING OFFICER'S AUTHORITY

The Contracting Officer is the only person authorized to approve changes in any of the requirements of the Task Order.

I.3 CENTRAL CONTRACTOR REGISTRATION (CCR/SAM)

The Contractor shall register in the Central Contractor Registration (CCR)/SAM system, which is a central database of data in support of Agency missions, prior to being awarded a contract (FAR 52.204-7). This registration is now part of the SAM.gov website. The registration form is at www.ccr.gov and requires the Contractor's Data Universal Numbering System (DUNS) number.

52.237-3 CONTINUITY OF SERVICES (Jan 1991)

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to—

(1) Furnish phase-in training; and

(2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

52.217-8 OPTION TO EXTEND SERVICES (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance

hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (Mar 2000).

(a) The Government may extend the term of this contract by written notice to the Contractor; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30

days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 4 years

52.219-27 NOTICE OF SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE (Nov 2011)

(a) *Definition.* “Service-disabled veteran-owned small business concern”—

(1) Means a small business concern—

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) “Service-disabled veteran” means a veteran, as defined in [38 U.S.C. 101\(2\)](#), with a disability that is service-connected, as defined in [38 U.S.C. 101\(16\)](#).

(b) *Applicability.* This clause applies only to—

(1) Contracts that have been set aside or reserved for service-disabled veteran-owned small business concerns;

(2) Part or parts of a multiple-award contract that have been set aside for service-disabled veteran-owned small business concerns; and

(3) Orders set aside for service-disabled veteran-owned small business concerns under multiple-award contracts as described in [8.405-5](#) and [16.505\(b\)\(2\)\(i\)\(F\)](#).

(c) *General.*

(1) **Quotes are solicited only from service-disabled veteran-owned small business concerns. Quotes received from concerns that are not service-disabled veteran-owned small business concerns shall not be considered.**

(2) Any award resulting from this solicitation will be made to a service-disabled veteran-owned small business concern.

(d) *Agreement.* A service-disabled veteran-owned small business concern agrees that in the performance of the contract, in the case of a contract for—

(1) Services (except construction), at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern or employees of other service-disabled veteran-owned small business concerns;

(2) Supplies (other than acquisition from a nonmanufacturer of the supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern or other service-disabled veteran-owned small business concerns;

(3) General construction, at least 15 percent of the cost of the contract performance incurred for personnel will be spent on the concern's employees or the employees of other service-disabled veteran-owned small business concerns; or

(4) Construction by special trade contractors, at least 25 percent of the cost of the contract performance incurred for personnel will be spent on the concern's employees or the employees of other service-disabled veteran-owned small business concerns.

(e) A joint venture may be considered a service-disabled veteran owned small business concern if—

(1) At least one member of the joint venture is a service-disabled veteran-owned small business concern, and makes the following representations: That it is a service-disabled veteran-owned small business concern, and that it is a small business concern under the North American Industry Classification Systems (NAICS) code assigned to the procurement;

(2) Each other concern is small under the size standard corresponding to the NAICS code assigned to the procurement; and

(3) The joint venture meets the requirements of paragraph 7 of the explanation of Affiliates in [19.101](#) of the Federal Acquisition Regulation.

(4) The joint venture meets the requirements of 13 CFR 125.15(b)

(f) Any service-disabled veteran-owned small business concern (nonmanufacturer) must meet the requirements in [19.102\(f\)](#) of the Federal Acquisition Regulation to receive a benefit under this program.

52.252-2 CLAUSES INCORPORATED BY REFERENCE (Feb 1998).

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

www.acquisition.gov

52.204-6 Data Universal Numbering System (DUNS) Number (Apr 2008)

52.204-7 Central Contractor Registration, (August 2012)

52.219-28 Post-Award Small Business Program Re-representation (Apr 2009)

52.227-14 Rights In Data—General, (DEC 2007)

52.232-1 Payments (Apr 1984)

52.232-33 Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003)

52.232-34 Payment by Electronic Funds Transfer—Other than Central Contractor Registration (May 1999)

52.246-4 Inspection of Services—Fixed-Price (Aug 1996)

52.246-25 Limitation of Liability—Services, (Feb 1997).

1.0 NAICS

The NAICS for this acquisition is:

541611 Administrative Management and General Management Consulting Services.

2.0 REPRESENTATIONS AND CERTIFICATIONS (ORCA)/SYSTEM FOR AWARD MANAGEMENT (SAM)

Contractors shall use the ORCA/SAM electronic systems for the submission of Representations and Certifications <https://www.sam.gov/> .

Dun and Bradstreet Number (DUNS) and Tax Identification Number (TIN) shall be provided in the quote.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 1		
2. AMENDMENT/MODIFICATION NO. PS02		3. EFFECTIVE DATE See Block 16B/C		4. REQUISITION/PURCHASE REQ. NO. PR201501080003		5. PROJECT NO. (if applicable) QP0019821	
6. ISSUED BY GSA/FAS Office of Acquisition Operations 1800 F Street Washington, DC 20405-0001		CODE		7. ADMINISTERED BY (if other than Item 6)		CODE	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) ReefPoint Group 3168 Braverton St, Ste 280 Edgewater, MD 21037		(x)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
			10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-011BA/ GSQ0014AH1006
			10B. DATED (SEE ITEM 13) 05/14/2014
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

- (a) By completing Items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

2015.2015.285X.IT32.00.Q00TGBBA.AF230.H08....

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR Clause 52.212-4 -- Contract Terms and Conditions -- Commercial Items, (c) Changes
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copy to the issuing office (fax or email).

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this Modification is to execute the addition of two additional personnel (one key, one non-key) to the Task Order, to further assist in SLOMSO development. The duration of the additional effort is six months from the date of signed modification.

The Task Order Firm Fixed Price for the Base Year is changed from \$(b) (4) to \$(b) (4) an increase of \$(b) (4). The Firm Fixed Price for Option Year 1 is changed from \$(b) (4) to \$(b) (4) an increase of \$(b) (4) (Base plus three Options total \$(b) (4)).

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Douglas E. Martin, SVP - Business Operations		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Ben A. Reed, Contracting Officer	
15B. (b) (6) (Signature of person authorized to sign)	15C. DATE SIGNED 4/8/2015	16B. UNITED STATES OF AMERICA Digitally signed by BEN REED BY Date: 2015.04.08 13:07:12 -04'00' (Signature of Contracting Officer)	16C. DATE SIGNED

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. PS03		3. EFFECTIVE DATE 02/04/2016		4. REQUISITION/PURCHASE REQ. NO. PR201601270014		5. PROJECT NO. (If applicable) QP0019821	
6. ISSUED BY GSA/FAS Office of Acquisition Operations 1800 F Street Washington, DC 20405-0001		7. ADMINISTERED BY (If other than Item 6)		CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) ReefPoint Group 60 West St, Ste 400 Annapolis, MD 21401				(x)		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
						10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-011BA/ GSQ0014AH1006	
						10B. DATED (SEE ITEM 13) 05/14/2014	
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

- (a) By completing Items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

2016.2016.285X.IT32.00.Q00TGBBA.AF230.H01.TO162

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR Clause 52.212-4 -- Contract Terms and Conditions -- Commercial Items, (c) Changes
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copy to the issuing office (fax or email).

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this Modification is to execute the addition of two additional key personnel to the Task Order, to further assist in SLMS development. The duration of the additional effort is from the effective date to the end of Option Year 1 May 13, 2016.

The Task Order Firm Fixed Price Option Year 1 is changed from \$427,638.50 to \$637,338.42, an increase of \$209,699.92. The Base plus three Option years total \$1,693,315.34.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Jeremy L. Toton, Vice President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Ben A. Reed, Contracting Officer	
15B. (b) (6)	15C. DATE SIGNED 2/3/2016	16B. UNITED STATES OF AMERICA Digitally signed by BEN REED BY Date: 2016.02.03 15:41:21 -05'00' (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)

Prescribed by GSA
FAR (48 CFR) 53.243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. PO03		3. EFFECTIVE DATE 5/14/15	4. REQUISITION/PURCHASE REQ. NO. PR201503310008	5. PROJECT NO. (If applicable) QP0019821	
6. ISSUED BY GSA/FAS Office of Acquisition Operations 1800 F Street NW Washington, DC 20405		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) ReefPoint Group 3168 Braverton St, Ste 280 Edgewater, MD 21037			(x)	9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
			X	10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-011BA/ GSQ0014AH1006	
				10B. DATED (SEE ITEM 13) 05/14/2014	
CODE		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

- (a) By completing Items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

2015.2015.285X.IT32.00.Q00TGBBA.AF230.H08....

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR Clause 52-217-9 Option to Extend the Term of the Contract

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return ____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this Modification is to Exercise Option Year 1 (May 14, 2015 – May 13, 2016) of the above numbered Task Order in accordance with FAR Clause 52-217-9 entitled Option to Extend the Term of the Contract.

As a result of this Modification the following section changes are hereby made to the specified sections of the Task Order (see continuation page).

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Douglas E. Martin		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Ben A. Reed, Contracting Officer	
15B. (b) (6)	15C. DATE SIGNED 4 May 2015	16B. UNITED STATES OF AMERICA Digitally signed by BEN REED BY Date: 2015.05.04 15:55:28 -04'00' (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CLIN	Position Description and CLIN# from IT Schedule 70	Proposed Hourly Rate (Including offered Discounts)	Firm Fixed Price
0002	Business and Financial Consultant	\$(b) (4)	(b) (4)
0005	Business and Financial Consultant	(b) (4) (partial year, see mod PS02)	(b) (4)
0006	Management Analyst / Consultant	(b) (4) (partial year, see mod PS02)	(b) (4)

TOTAL FIXED PRICE FOR OPTION YEAR 1 \$(b) (4)

The Task Order total value is \$(b) (4) which includes the Base Period and Option Periods 1-3.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 6		
2. AMENDMENT/MODIFICATION NO. PS05		3. EFFECTIVE DATE See Block 16b/c		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable) QP0019821	
6. ISSUED BY GSA/FAS Office of Acquisition Operations 1800 F Street NW Washington, DC 20405		7. ADMINISTERED BY (If other than Item 6)		CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) ReefPoint Group 3168 Braverton St, Ste 280 Edgewater, MD 21037				(x)		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
				X		10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-011BA/ GSQ0014AH1006	
						10B. DATED (SEE ITEM 13) 05/14/2014	
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [] is extended, [] **Error!**

Reference source not found. is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

- (a) By completing Items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: 43.103(a)(3) Changes—Fixed Price
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [] is not, [X] is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this Modification is to ensure that the appropriate security clauses are present in all Task Orders/Contracts where contractors may require access to sensitive data, or use GSA information technology (IT) resources.

Any duplication or overlap with this Task Order or the base contract should be considered informational.

(see continuation page).

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Douglas E. Martin, SVP, ReefPoint Group		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Ben A. Reed, Contracting Officer	
15B. CONTRACTOR/OFFEROR Digitally signed by Douglas E. Martin DN: cn=Douglas E. Martin, o=ReefPoint Group, ou, email=dmartin@reefpointgroup.com, c=US		16B. UNITED STATES OF AMERICA Digitally signed by BEN REED BY Date: 2015.02.19 15:40:50 -05'00' (Signature of Contracting Officer)	
15C. DATE SIGNED 2/19/2015		16C. DATE SIGNED	
(Signature of person authorized to sign)			

As a result of this Modification the following section clauses are hereby made a part of SECTION I CLAUSES AND PROVISIONS of the Task Order

52.204-2 Security Requirements (Aug 1996)

(a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."

(b) The Contractor shall comply with—

(1) The Security Agreement ([DD Form 441](#)), including the *National Industrial Security Program Operating Manual* (DoD 5220.22-M); and

(2) Any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

52.204-9 Personal Identity Verification of Contractor Personnel (Jan 2011)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24 and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall account for all forms of Government-provided identification issued to the Contractor employees in connection with performance under this contract. The Contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government:

(1) When no longer needed for contract performance.

(2) Upon completion of the Contractor employee's employment.

(3) Upon contract completion or termination.

(c) The Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.

(d) The Contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts when the subcontractor's employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system. It shall be the responsibility of the prime Contractor to return such identification to the issuing agency in accordance with the terms set forth in paragraph (b) of this section, unless otherwise approved in writing by the Contracting Officer.

52.224-1 Privacy Act Notification (Apr 1984)

The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 ([5 U.S.C. 552a](#)) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

52.224-2 Privacy Act (Apr 1984)

(a) The Contractor agrees to—

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies—

(i) The systems of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this paragraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.

(c)(1) "Operation of a system of records," as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) "Record," as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) "System of records on individuals," as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

52.239-1 Privacy or Security Safeguards (Aug 1996)

(a) The Contractor shall not publish or disclose in any manner, without the Contracting Officer's written consent, the details of any safeguards either designed or developed by the Contractor under this contract or otherwise provided by the Government.

(b) To the extent required to carry out a program of inspection to safeguard against threats and hazards to the security, integrity, and confidentiality of Government data, the Contractor shall afford the Government access to the Contractor's facilities, installations, technical capabilities, operations, documentation, records, and databases.

(c) If new or unanticipated threats or hazards are discovered by either the Government or the Contractor, or if existing safeguards have ceased to function, the discoverer shall immediately bring the situation to the attention of the other party.

552.204-9 PERSONAL IDENTITY VERIFICATION REQUIREMENTS (OCT 2012)

(a) The contractor shall comply with GSA personal identity verification requirements, identified at <http://www.gsa.gov/hspd12>, if contractor employees require access to GSA controlled facilities or information systems to perform contract requirements.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have access to a GSA-controlled facility or access to a GSA-controlled information system.

552.236-75 USE OF PREMISES (APR 1984)

(a) If the premises are occupied, the Contractor, his subcontractors, and their employees shall comply with the regulations governing access to, operation of, and conduct while in or on the premises and shall perform the work required under this contract in such a manner as not to unreasonably interrupt or interfere with the conduct of Government business.

(b) Any request received by the Contractor from occupants of existing buildings to change the sequence of work shall be referred to the Contracting Officer for determination.

(c) If the premises are occupied, the Contractor, his subcontractors and their employees shall not have access to or be admitted into any building outside the scope of this contract except with official permission.

552.239-70 INFORMATION TECHNOLOGY SECURITY PLAN AND SECURITY AUTHORIZATION (JUN 2011)

All offers/bids submitted in response to this solicitation must address the approach for completing the security plan and certification and security authorization requirements as required by the clause at [552.239-71](#), Security Requirements for Unclassified Information Technology Resources.

552.239-71 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (JAN 2012)

(a) *General.* The Contractor shall be responsible for information technology (IT) security, based on General Services Administration (GSA) risk assessments, for all systems connected to a GSA network or operated by the Contractor for GSA, regardless of location. This clause is applicable to all or any part of the contract that includes information technology resources or services in which the Contractor has physical or electronic access to GSA's information that directly supports the mission of GSA, as indicated by GSA. The term information technology, as used in this clause, means any equipment, including telecommunications equipment that is used in the automatic acquisition, storage, manipulation, management, control, display, switching, interchange, transmission, or reception of data or information. This includes major applications as defined by OMB Circular A-130. Examples of tasks that require security provisions include:

- (1) Hosting of GSA e-Government sites or other IT operations;
- (2) Acquisition, transmission, or analysis of data owned by GSA with significant replacement cost should the Contractors copy be corrupted;
- (3) Access to GSA major applications at a level beyond that granted the general public; e.g., bypassing a firewall; and
- (4) Any new information technology systems acquired for operations within the GSA must comply with the requirements of HSPD-12 and OMB M-11-11. Usage of the credentials must be implemented in accordance with OMB policy and NIST guidelines (e.g., NIST SP 800-116). The system must operate within the GSA's access management environment. Exceptions must be requested in writing and can only be granted by the GSA Senior Agency Information Security Officer.

(b) *IT Security Plan.* The Contractor shall develop, provide, implement, and maintain an IT Security Plan. This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. The plan shall describe those parts of the contract to which this clause applies. The Contractors IT Security Plan shall comply with applicable Federal laws that include, but are not limited to, 40 U.S.C. 11331, the Federal Information Security Management Act (FISMA) of 2002, and the E-Government Act of 2002. The plan shall meet IT security requirements in accordance with Federal and GSA policies and procedures. GSA's Office of the Chief Information Officer issued "CIO IT Security Procedural Guide 09-48, Security Language for Information Technology Acquisitions Efforts," to provide IT security standards, policies and reporting requirements. This document is incorporated by reference in all solicitations and contracts or task orders where an information system is contractor owned and operated on behalf of the Federal Government. The guide can be accessed at <http://www.gsa.gov/portal/category/25690>. Specific security requirements not specified in "CIO IT Security Procedural Guide 09-48, Security Language for Information Technology Acquisitions Efforts" shall be provided by the requiring activity.

(c) *Submittal of IT Security Plan.* Within 30 calendar days after contract award, the Contractor shall submit the IT Security Plan to the Contracting Officer and Contracting Officers Representative (COR) for acceptance. This plan shall be consistent with and further detail the approach contained in the contractors proposal or sealed bid that resulted in the award of this contract and in compliance with the requirements stated in this clause. The plan, as accepted by the Contracting Officer and COR, shall be incorporated into the contract as a compliance document. The Contractor shall comply with the accepted plan.

(d) *Submittal of a Continuous Monitoring Plan.* The Contractor must develop a continuous monitoring strategy that includes:

- (1) A configuration management process for the information system and its constituent components;
- (2) A determination of the security impact of changes to the information system and environment of operation;

(3) Ongoing security control assessments in accordance with the organizational continuous monitoring strategy;
(4) Reporting the security state of the information system to appropriate GSA officials; and
(5) All GSA general support systems and applications must implement continuous monitoring activities in accordance with this guide and NIST SP 800-37 Revision 1, *Guide for Applying the Risk Management Framework to Federal Information Systems: A Security Life Cycle Approach*.

(e) *Security authorization*. Within six (6) months after contract award, the Contractor shall submit written proof of IT security authorization for acceptance by the Contracting Officer. Such written proof may be furnished either by the Contractor or by a third party. The security authorization must be in accordance with NIST Special Publication 800-37. This security authorization will include a final security plan, risk assessment, security test and evaluation, and disaster recovery plan/continuity of operations plan. This security authorization, when accepted by the Contracting Officer, shall be incorporated into the contract as a compliance document, and shall include a final security plan, a risk assessment, security test and evaluation, and disaster recovery/continuity of operations plan. The Contractor shall comply with the accepted security authorization documentation.

(f) *Annual verification*. On an annual basis, the Contractor shall submit verification to the Contracting Officer that the IT Security plan remains valid.

(g) *Warning notices*. The Contractor shall ensure that the following banners are displayed on all GSA systems (both public and private) operated by the Contractor prior to allowing anyone access to the system:

Government Warning
WARNINGWARNING**WARNING**

Unauthorized access is a violation of U.S. law and General Services Administration policy, and may result in criminal or administrative penalties. Users shall not access other users or system files without proper authority. Absence of access controls IS NOT authorization for access! GSA information systems and related equipment are intended for communication, transmission, processing and storage of U.S. Government information. These systems and equipment are subject to monitoring by law enforcement and authorized Department officials. Monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by law enforcement and authorized Department officials. Use of this system constitutes consent to such monitoring.

WARNINGWARNING**WARNING**

(h) *Privacy Act notification*. The Contractor shall ensure that the following banner is displayed on all GSA systems that contain Privacy Act information operated by the Contractor prior to allowing anyone access to the system:

This system contains information protected under the provisions of the Privacy Act of 1974 (Pub. L. 93-579). Any privacy information displayed on the screen or printed shall be protected from unauthorized disclosure. Employees who violate privacy safeguards may be subject to disciplinary actions, a fine of up to \$5,000, or both.

(i) *Privileged or limited privileges access*. Contractor personnel requiring privileged access or limited privileges access to systems operated by the Contractor for GSA or interconnected to a GSA network shall adhere to the specific contract security requirements contained within this contract and/or the Contract Security Classification Specification (DD Form 254).

(j) *Training*. The Contractor shall ensure that its employees performing under this contract receive annual IT security training in accordance with OMB Circular A-130, FISMA, and NIST requirements, as they may be amended from time to time during the term of this contract, with a specific emphasis on the rules of behavior.

(k) *GSA access*. The Contractor shall afford GSA access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, IT systems and devices, and personnel used in performance of the contract, regardless of the location. Access shall be provided to the extent required, in GSA's judgment, to conduct an inspection, evaluation, investigation or audit, including vulnerability testing to safeguard against threats and hazards to the integrity, availability and confidentiality of GSA data or to the function of information technology systems operated on behalf of GSA, and to preserve evidence of computer crime. This information shall be available to GSA upon request.

(l) *Subcontracts*. The Contractor shall incorporate the substance of this clause in all subcontracts that meet the conditions in paragraph (a) of this clause.

(m) *Notification regarding employees*. The Contractor shall immediately notify the Contracting Officer when an employee either begins or terminates employment when that employee has access to GSA information systems or data. If an employee's employment is terminated, for any reason, access to GSA's information systems or data shall be immediately disabled and the credentials used to access the information systems or data shall be immediately confiscated.

(n) *Termination*. Failure on the part of the Contractor to comply with the terms of this clause may result in termination of this contract.

As a result of this Modification the following section clauses are hereby made a part of SECTION C REQUIREMENTS/STATEMENT OF WORK of the Task Order

Information Technology Resources

In accordance with FAR 39.105, this section is included in the contract.

This section applies to all users of sensitive data and information technology (IT) resources, including awardees, contractors, subcontractors, lessors, suppliers and manufacturers.

The following GSA policies must be followed. These policies can be found at <http://www.gsa.gov/directives> or <https://insite.gsa.gov/directives>.

1. CIO P 2100.1 GSA Information Technology (IT) Security Policy
2. CIO P 2100.2B GSA Wireless Local Area Network (LAN) Security
3. CIO 2100.3B Mandatory Information Technology (IT) Security Training Requirement for Agency and Contractor Employees with Significant Security Responsibilities
4. CIO 2104.1A GSA Information Technology IT General Rules of Behavior
5. CIO 2105.1 B GSA Section 508: Managing Electronic and Information Technology for Individuals with Disabilities
6. CIO 2106.1 GSA Social Media Policy
7. CIO 2107.1 Implementation of the Online Resource Reservation Software
8. CIO 2160.4 Provisioning of Information Technology (IT) Devices
9. CIO 2162.1 Digital Signatures
10. CIO P 2165.2 GSA Telecommunications Policy
11. CIO P 2180.1 GSA Rules of Behavior for Handling Personally Identifiable Information (PII)
12. CIO 2182.2 Mandatory Use of Personal Identity Verification (PIV) Credentials
13. CIO P 1878.2A Conducting Privacy Impact Assessments (PIAs) in GSA
14. CIO IL-13-01 Mobile Devices and Applications
15. CIO IL-14-03 Information Technology (IT) Integration Policy
16. HCO 9297.1 GSA Data Release Policy
17. HCO 9297.2B GSA Information Breach Notification Policy
18. ADM P 9732.1 D Suitability and Personnel Security

The contractor and subcontractors must insert the substance of this section in all subcontracts.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. PS05	3. EFFECTIVE DATE See Block 16 b-c	4. REQUISITION/PURCHASE REQ. NO. N/A	5. PROJECT NO. (If applicable) QP0019821	
6. ISSUED BY GSA/FAS Office of Acquisition Operations 1800 F Street Washington, DC 20405-0001	CODE	7. ADMINISTERED BY (If other than Item 6) CODE		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) ReefPoint Group 60 West St, Ste 400 Annapolis, MD 21401	(x)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-011BA/ GSQ0014AH1006
		10B. DATED (SEE ITEM 13) 05/14/2014
CODE	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR Clause 52.212-4 -- Contract Terms and Conditions -- Commercial Items, (c) Changes
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copy to the issuing office (fax or email).

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this Modification is to execute the reduction of Business and Financial Consultant to part time (784 hours per year) for Option years 2 and 3 each, and add 1 (one) additional non-key personnel full time (Associate Management Analyst, 1880 hours per year) to the Task Order, to further assist in ScoE Program Management. The duration of the additional effort is from the effective date to the end of Option Year 3 May 13, 2018.

The above is to be accomplished at no additional cost.

The Task Order Firm Fixed Price Base plus three Option years total \$ (b) (4).

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) George P. Vance, VP Contract Operations		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Ben A. Reed, Contracting Officer	
15B. CONTRACTOR/OFFEROR Digitally signed by George P. Vance DN: cn=George P. Vance, o=ReefPoint Group, LLC, ou, email=g.vance@reefpointgroup.com, c=US (Signature of person authorized to sign)	15C. DATE SIGNED 5/3/2016	16B. UNITED STATES OF AMERICA Digitally signed by BEN REED BY Date: 2016.05.03 14:03:57 -04'00' (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)

Prescribed by GSA
FAR (48 CFR) 53.243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. PS06	3. EFFECTIVE DATE 7/25/2016	4. REQUISITION/PURCHASE REQ. NO. PR201604060002	5. PROJECT NO. (if applicable) QP0019821		
6. ISSUED BY GSA/FAS Office of Acquisition Operations 1800 F Street Washington, DC 20405-0001	7. ADMINISTERED BY (if other than Item 6)	CODE			

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)		(x)	9A. AMENDMENT OF SOLICITATION NO.
ReefPoint Group 3168 Braverton St. Suite 280 Edgewater, MD 21037			
			9B. DATED (SEE ITEM 11)
			10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-011BA/GSQ0014AH1006
			10B. DATED (SEE ITEM 13) 05/14/2014
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [] is extended, [] is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

- (a) By completing Items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)
2016.2016.285X.IT32.00.Q00TGBBA.AF230.H01.TO162

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR Clause 52.212-4 -- Contract Terms and Conditions -- Commercial Items, (c) Changes
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [] is not, [X] is required to sign this document and return 1 copy to the issuing office (fax or email).

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this Modification is to execute the addition of one additional key personnel to the Task Order, to support the development of software solutions. The duration of the additional effort is from the effective date to the end of the Task Order.

The Task Order Firm Fixed Price Option Year 2 is changed from \$(b) (4) to \$(b) (4) an increase of \$(b) (4)

Firm Fixed Price Option Year 3 is changed from \$(b) (4) to \$(b) (4) an increase of \$(b) (4)

See page 2 for cost breakdown.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) George P. Vance, VP Contract Operations		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Ben A. Reed, Contracting Officer	
15B. CONTRACTOR/OFFEROR Digitally signed by George P. Vance DN: cn=George P. Vance, o=ReefPoint Group, LLC, ou, email=g.vance@reefpointgroup.com, c=US (Signature of person authorized to sign) -04'00'	15C. DATE SIGNED 07/19/2016	16B. UNITED STATES OF AMERICA Digitally signed by BEN REED BY Date: 2016.07.19 15:43:13 -04'00' (Signature of Contracting Officer)	16C. DATE SIGNED

PRICING Option Year 2 – Mod 6 25 July, 2016 – May 13, 2017

CLIN	Position Description and SIN# from IT MOBIS	IT MOBIS Schedule Pricelist Hourly Rate	Quoted Hourly Rate (Including offered Discounts)	Quantity - Hours	Firm Fixed Price
Mod PS06	874-1 Sr. Mgmt. Analyst/Consultant	\$(b) (4)	\$(b) (4)	1600	\$(b) (4)
	TOTAL ADD'L FIXED PRICE FOR OPTION YEAR 2				\$(b) (4)

PRICING OPTION YEAR 3 – Mod 6 May 14, 2017 – May 13, 2018

CLIN	Position Description and SIN# from IT MOBIS	IT MOBIS Schedule Pricelist Hourly Rate	Quoted Hourly Rate (Including offered Discounts)	Quantity - Hours	Firm Fixed Price
Mod PS06	874-1 Sr. Mgmt. Analyst/Consultant	\$(b) (4)	\$(b) (4)	1880	(b) (4)
	TOTAL ADD'L FIXED PRICE FOR OPTION YEAR 3				(b) (4)

Total Additional Fixed Price for Modification PS06 \$(b) (4)

The Base plus three Option Years total \$2,251,681.34.

The portions of the awarded cost above that is targeted for Option Year 3 is contingent upon the government's exercise of Option Year 3.

Options will be funded when exercised, contingent upon 52.232-18 Availability of Funds. (Apr 1984)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. PS07		3. EFFECTIVE DATE See Block 16 b-c		4. REQUISITION/PURCHASE REQ. NO. N/A	
5. PROJECT NO. (If applicable) QP0019821		6. ISSUED BY GSA/FAS Office of Acquisition Operations 1800 F Street Washington, DC 20405-0001		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) ReefPoint Group 60 West St, Ste 400 Annapolis, MD 21401		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-011BA/ GSQ0014AH1006	
				10B. DATED (SEE ITEM 13) 05/14/2014	
CODE		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [] is extended, [] is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

- (a) By completing Items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
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X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR Clause 52.212-4 -- Contract Terms and Conditions -- Commercial Items, (c) Changes
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [] is not, [X] is required to sign this document and return 1 copy to the issuing office (fax or email).

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The Reconciliation Plan transmitted on July 22 and named "Contract Revenue Summary 7-22-16" in the official contract file is hereby approved.

GSA accepts a \$(b) (4) credit on each invoice for the remaining twenty-two (22) billing periods (August 2016 – May 2018) on this contract.

The Task Order Firm Fixed Price Base plus three Option years total is reduced from \$(b) (4) to \$(b) (4), a reduction of \$14,898.65.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) George P. Vance, VP Contract Operations		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Ben A. Reed, Contracting Officer	
15B. CONTRACTOR/OFFEROR Digitally signed by George P. Vance DN: cn=George P. Vance, o=ReefPoint Group, LLC, ou, email=g.vance@reefpointgroup.com, c=US (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA Digitally signed by BEN REED Date: 2016.08.09 15:43:13 -04'00' (Signature of Contracting Officer)	
15C. DATE SIGNED 8/9/2016		16C. DATE SIGNED	

Option Year 3

874-1 Sr. Mgmt. Analyst/Consultant from \$(b) (4) to \$(b) (4)

Business and Financial Consultant from \$(b) (4) to \$(b) (4)

Associate Management Analyst from \$(b) (4) to \$(b) (4)

1. The total number of labor hours for the Business and Financial Consultant are increased from 784 hours by 81 to 865 hours in Option Year 2 and increased from 798 hours by 116 hours to 914 hours in Option Year 3.
2. Below are the revised CLIN tables for Option Years 2 and 3;

PRICING - OPTION YEAR 2

CLIN	Position Description and CLIN# from IT Schedule 70	IT MOBIS Schedule Pricelist Hourly Rate	Proposed Hourly Rate (Including offered Discounts)	Quantity Hours	Firm Fixed Price
0003 (PS06)	874-1 Sr. Mgmt. Analyst/Consultant	\$(b) (4)	\$(b) (4)	1600	\$(b) (4)
0003 (PS08)	Business and Financial Consultant	\$(b) (4)	\$(b) (4)	865	\$(b) (4)
0003 (PS08)	Associate Management Analyst	\$(b) (4)	\$(b) (4)	1880	\$(b) (4)
	TOTAL FIXED PRICE FOR OPTION YEAR 2				\$(b) (4)

Note: The information provided in the "estimated hours" columns above do not represent a guarantee from the Government, the columns are provided for informational purposes only. Award will be made on a Firm Fixed Price Basis, however, the government requests the number of hours upon which the quote is based.

PRICING - OPTION YEAR 3

CLIN	Position Description and CLIN# from IT Schedule 70	IT MOBIS Schedule Pricelist Hourly Rate	Proposed Hourly Rate (Including offered Discounts)	Quantity Hours	Firm Fixed Price
0004 (PS06)	874-1 Sr. Mgmt. Analyst/Consultant	\$(b) (4)	\$(b) (4)	1880	\$(b) (4)
0004 (PS08)	Business and Financial Consultant	\$(b) (4)	\$(b) (4)	914	\$(b) (4)
0004 (PS08)	Associate Management Analyst	\$(b) (4)	\$(b) (4)	1880	\$(b) (4)
	TOTAL FIXED PRICE FOR OPTION YEAR 3				\$(b) (4)

Note: The information provided in the "estimated hours" columns above do not represent a guarantee from the Government, the columns are provided for informational purposes only. Award will be made on a Firm Fixed Price Basis, however, the government requests the number of hours upon which the quote is based.

TOTAL BASE & OPTIONS (CLINs 0001 through 0004)	\$(b) (4)
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3. The total value of this contract (Base plus three Option Years) has decreased from \$(b) (4) by \$(b) (4) to \$(b) (4).
4. All other terms or conditions remain the same.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. PO09		3. EFFECTIVE DATE 5/14/17		4. REQUISITION/PURCHASE REQ. NO. PR201704060000		5. PROJECT NO. (If applicable) QP0019821	
6. ISSUED BY GSA/FAS Office of Acquisition Operations 1800 F Street NW Washington, DC 20405		7. ADMINISTERED BY (If other than Item 6)		CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) ReefPoint Group 3168 Braverton St, Ste 280 Edgewater, MD 21037				(x)		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
				X		10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-011BA/ GSQ0014AH1006	
						10B. DATED (SEE ITEM 13) 05/14/2014	
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of [] is extended, [] **Error! Reference source not found.** is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

- (a) By completing Items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

2016.2016.285X.IT32.00.Q00TGBBA.AF230.H01.TO1625...

(b) (4)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.	
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).	
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:	
X	D. OTHER (Specify type of modification and authority) FAR Clause 52-217-9 Option to Extend the Term of the Contract

E. IMPORTANT: Contractor [X] is not, [] is required to sign this document and return ____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

- The purpose of this Modification is to Exercise Option Year 3 (May 14, 2017 – May 13, 2018) of the above numbered Task Order in accordance with FAR Clause 52-217-9 entitled Option to Extend the Term of the Contract.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Greg A. Norman, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY GREG NORMAN (Signature of Contracting Officer)	

NSN 7540-01-152-8070

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30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

2. The total task amount for Option Year 3 is (b) (4)
3. The Total Value (obligation) of the contract is increased from \$ (b) (4) to the new Total Value of \$ (b) (4), an increase of \$ (b) (4)
4. All other terms and conditions of subject task remain the same.